

## GRAND OFFICER APPOINTMENTS – PROCEDURES AND GUIDELINES

*(revised February 2018)*

Grand Officer appointments are truly the most difficult decisions made by the Supreme Officer. Each Rainbow Girl has unique talents and perspectives to bring to a Grand Officer appointment and fulfilling the duties of specific offices. While only one appointment can be made each year for the Grand Worthy Advisor - or Grand Faith - or Grand Representative of a specific state, each member of our Grand Family plays a very important role in the success of our Grand Year, our Grand Assembly, and our state. EVERY appointment is equally important - no Grand appointment is "better" than another. The honor is in receiving an appointment and managing the responsibilities of the appointment with integrity and enthusiasm, not the specific appointment.

### Who is eligible to serve as a Nevada Grand Officer?

- For Assemblies with three terms per year, a member must have completed her term as Worthy Advisor prior to Grand Assembly. A first-time Worthy Advisor installed in May or June will not, under normal circumstances, be considered for recommendation by her Advisory Board until the Fall, following her term as Worthy Advisor.
- A member who will not have an opportunity to serve as Worthy Advisor may be appointed to serve as a Grand Representative, Grand Flag Bearer, or Specialty Officer, such as Editor, Historian, or Lecturer, upon the recommendation of her Advisory Board and at the discretion of the Supreme Officer.
- A member must not have reached her 20<sup>th</sup> birthday prior to or on June 15<sup>th</sup>.

### What is expected of a Nevada Grand Officer?

- A renewed commitment to support and promote Nevada Rainbow and her own Assembly, through the recruitment and retention of Rainbow Girls and Pledge members and supporting service and fund raising projects.
- Earning and reporting an average of 8 hours of service per month, or 96 hours per year.
- Performance of the duties assigned to the Grand Office/s appointed.
- Attendance at the following mandatory events:
  - Founder's Day (in July)
  - Grand Officer Leadership (early August in Reno)
  - Official Visits (scheduled typically over 5 weekends between August 1<sup>st</sup> and October 31<sup>st</sup> and March 1<sup>st</sup> and May 8<sup>th</sup>)
  - Rainbow Camp and Rainbow Sunday (March in Tonopah)
  - The GWA Reception (early May)
  - Grand Officer Practice Day (May in Tonopah)
  - Grand Assembly (June, alternating between Reno and Las Vegas)
- Fulfillment of the financial responsibilities associated with serving as a Grand Officer, including reimbursing the Assembly for fees paid on her behalf at Nevada Grand Assembly (pin deposits, presentations, and Grand Family photo) and the Grand Officer dress (generally \$150; always due by October 1<sup>st</sup>)

### How does a member apply to be considered for a Grand Office?

Each member who is eligible and wishes to be considered for a Grand Officer appointment during the upcoming Grand Year must submit a completed Grand Officer Application Package in accordance with the established procedures and deadlines.

The Grand Officer Appointment Package will be distributed (electronically) to current Grand Officers and Grand Deputies in the Grand Officers' February Update. Grand Deputies will provide the Application Package to members in their respective assemblies who are eligible to apply for a Grand Office but are not currently serving as a Grand Officer.

A similar application process will be utilized to consider members who become eligible for Grand Officer appointments during the Fall term. Members appointed to Grand Offices mid-year are generally appointed as Grand Representatives of states that were not appointed during the preceding Grand Assembly.

#### How and when can a member select a "title" office?

In Nevada, it is common for members to receive several Grand Officer appointments, allowing members to advance through various levels of offices during their tenure as Nevada Grand Officers. This progression mirrors how officers are appointed and advance in local assemblies. This progression also challenges members to continue developing and strengthening their confidence and leadership qualities.

This progression has historically resulted in members being appointed to their highest Grand Office during their last year as a Rainbow Girl, as they are approaching their 20<sup>th</sup> or 21<sup>st</sup> birthday. While this allows members to demonstrate the confidence and leadership skills they have gained through their Rainbow membership, members approaching Majority age are often challenged to balance their school and work (adult) commitments with their Rainbow commitments. Additionally, some members feel that they must choose between pursuing their future goals – education, career, or military service – and possibly being appointed to their dream Grand Office.

In an effort to be respectful of these challenges, members applying for a Grand Office beginning in 2017, will have the opportunity to select the year in which they wish to receive their "title" ("highest") Grand Office – this will be the title by which they will be introduced once they have attained Majority. Members may request a "title" office as they approach their 18<sup>th</sup> or 19<sup>th</sup> birthday; please refer to the Grand Officer Application for specific eligibility dates.

During future Grand Assembly sessions, members requesting a "title" office will be introduced by the Grand Worthy Advisor appointed in that year, regardless of how many additional appointments they may receive.

Members requesting a "title" office will remain eligible for future Grand Offices (until they approach their 20<sup>th</sup> birthday). Members requesting a "title" office are expected to continue to apply for and serve as a Grand Officer through their Majority. Appointments following a "title" year will be based on the needs of the Grand Assembly and, to the extent possible, the interests of the applicants. Appointments following a "title year" will not become part of the Past Grand Officer title, following Majority.

Members may be honored with a Reception during the year that they attain the age of Majority.

#### What is included in the Grand Officer Application Package?

- Grand Officer Application Form
- Title Year Confirmation (if applicable)
- Confidential letter to the Supreme Officer (transmitted in a sealed envelope)
- Grand Officer Recommendation Form

### What happens after the Application Package has been submitted to the Mother Advisor?

- The Mother Advisor completes her section of each Grand Officer Appointment Recommendation Form, reporting the number of service hours and points earned since the last Grand Assembly, as well as the number of Applications for Membership sponsored by the applicant during the past year and throughout her Rainbow career.
- The Mother Advisor writes a confidential letter of recommendation for each applicant. The letter includes the Mother Advisor's experience with the applicant and her personal recommendations. This letter is placed in a sealed envelope - one envelope per member. The Mother Advisor submits the Grand Officer Application Package to the Grand Deputy no later than the Advisory Board meeting during which Grand Officer applications will be considered.
- During the Advisory Board meeting, the Advisory Board reviews the Grand Officer Appointment Application Package and completes the Performance Evaluation for each applicant. The Performance Evaluation includes ritualistic performance, floor work and cooperation. Additionally, the Grand Deputy, Mother Advisor and Assistant Mother Advisor evaluate the dependability and attitude of each applicant. The scores for each area are averaged by the Grand Deputy and one other Board member and recorded on the Recommendation Form; each voting Board member signs the recommendation form.
- Following the Advisory Board meeting, the Grand Deputy prepares a confidential letter for each Grand Officer applicant. This letter includes the Grand Deputy's experiences with and perceptions of the applicant, as well as his/her personal recommendations. Additionally, the Grand Deputy includes a summary of the recommendation of the Advisory Board based on the discussion during the Advisory Board meeting when Grand Officer recommendations were considered. (These letters should not be placed in individual envelopes.)
- The Grand Deputy forwards the completed Grand Officer Appointment Application Package for each eligible member to the Supreme Officer no later than the date established by the Supreme Officer. Grand Deputies are encouraged to place all of their Grand Officer packages in a single envelope for transmittal to the Supreme Officer.
- The Supreme Officer reviews each Application Package, including Application and Evaluation forms and the three confidential letters included in the package – the letter from the applicant sharing her personal goals and aspirations, the recommendation from the Mother Advisor, and the recommendation by the Grand Deputy. Because these letters are confidential, only the Supreme Officer has access to all of the information included in each Application Package. Additionally, only the applicant and the Supreme Officer know if a member has asked not to be appointed to a certain office or if the applicant has requested consideration for a "title year" appointment.

Additionally, the Supreme Officer considers her own personal experiences with each member, as well as the experiences of the Directors with whom the applicant may have worked during the past year. Other factors may also be taken into consideration by the Supreme Officer, including but not limited to the following:

- The member's ability to exemplify Rainbow's teachings through dignity, gentleness, honesty, humility, kindness, poise and service.
- Active support of her local Assembly and its projects.

- Continued efforts to promote our Order through the recruitment of new members.
- Demonstration of ritualistic proficiency.
- Positive interactions with and respect for members AND adults.
- Respect for the Code of Conduct for Nevada Rainbow, including social media guidelines.
- Support of the Grand Worthy Advisor's statewide service project/program.
- Attendance at mandatory events, such as Rainbow Camp, Rainbow Sunday, Founder's Day, Official Visits and Grand Officer/Grand Representative meetings.
- Attendance at other official functions, i.e., Receptions for Grand Officers, etc.
- The ability to fulfill the responsibilities of current offices - in her Assembly and Grand Assembly - and to meet established deadlines, including Grand Officer financial obligations.
- Continued interest in educational and/or career goals.

For each continuing or returning Grand Officer, the Supreme Officer also considers if the member has received any of her self-disclosed "dream offices" during her tenure as a Grand Officer.

Responsibility for Grand Officer appointments lies with the Supreme Officer.

### **Grand Officer Application and Recommendation Timeline and Process**

#### February

- ✓ The Grand Officer Update for February includes the Grand Officer Appointment Application Form for the upcoming Grand Year. Current Grand Officers are responsible for completing their application packages and submitting them to their respective Mother Advisor by the established deadline. Grand Deputies are responsible for distributing the Application Package to the members in their assemblies who meet the eligibility requirements for the upcoming year and are not currently serving as Grand Officers.

#### March

- ✓ The Application Package, including the applicant's confidential, sealed letter to the Supreme Officer must be submitted to the Mother Advisor by **March 15th**. IF A MEMBER MISSES THE DEADLINES ESTABLISHED FOR THE APPLICATION PROCESS, SHE WILL NOT BE CONSIDERED FOR A GRAND OFFICER APPOINTMENT IN JUNE. If the Mother Advisor and/or Grand Deputy grant an extension to an established deadline, due to an extenuating circumstance, the Supreme Officer must be notified of the extension and circumstance.

If a member is deemed ineligible to apply for a Grand Officer appointment at Grand Assembly due to a missed deadline, without a valid excuse, she may apply for a mid-year pick up in the Fall, presuming she continues to meet all of the established eligibility requirements.

#### April

- ✓ The Mother Advisor completes her portion of the Recommendation Form prior to the Advisory Board Meeting during which Grand Officer recommendations will be considered.
- ✓ Additionally, the Mother Advisor writes a confidential letter to the Supreme Officer for EACH applicant, reflecting on her personal experiences with, perceptions of and recommendations for the applicant. If an applicant's relative serves as the Mother Advisor, the Chairman of the Board writes the letter of recommendation. Letters are confidential – between the Mother Advisor and the Supreme Officer – and should be completed prior to the Advisory Board meeting when Grand Officer recommendation will be discussed.

- ✓ The Mother Advisor provides the Application Packages, including the confidential and sealed letters written by each applicant and her personal letters of recommendation, to the Grand Deputy no later than the Advisory Board meeting when Grand Officer recommendations will be considered.
- ✓ The Grand Deputy and Advisory Board will review the Application Form and Recommendation Form for each applicant before completing the Performance Evaluation for that applicant.

Advisory Board members evaluate (score) the performance of each applicant, based on her own merit. If an Advisory Board's recommendation varies significantly from that of the Grand Deputy, the Grand Deputy will advise the Board during the course of this discussion.

Advisory Board Members who are related, in any way, to an applicant are to be excused from that portion of the Advisory Board meeting during which their relative's application is considered.

The Grand Officer recommendation and evaluation process is confidential and may not to be discussed outside of the Advisory Board meeting during which the recommendation and evaluation are completed. Discussion regarding Advisory Board recommendations by Rainbow Girls or Advisory Board members may result in the forfeiture of the applicant's Grand Officer appointment and WILL be grounds for immediate removal from the Advisory Board.

- ✓ Following the Advisory Board meeting, the Grand Deputy will write a confidential letter to the Supreme Officer for each applicant reflecting on his/her personal experiences with, perceptions of, and recommendations for the applicant. Additionally, the Grand Deputy should summarize the recommendations of the Advisory Board based on the discussion during the applicable Board meeting.

If an applicant is related to the Grand Deputy, the Chairman of the Advisory Board or another Board member writes the letter of recommendation and returns it to the Grand Deputy in a sealed and signed envelope.

- ✓ No later than the established deadline, the Grand Deputy must submit the Assembly's Grand Officer Application Packages to the Supreme Officer. Each Application Package should include the following:
  - Application Form signed by the member and her parents
  - Title Year Confirmation (if applicable)
  - Grand Officer Recommendation Form signed by voting Board members
  - Sealed envelope containing the applicant's confidential letter to the Supreme Officer
  - Sealed envelope containing the confidential letter from the Mother Advisor to the Supreme Officer
  - Letter from the Grand Deputy to the Supreme Officer
- ✓ Following the submission deadline, the Supreme Officer will consider all of the information included in each Application Package, as well as her personal experiences with the applicant and those of the Directors who have had the opportunity to work with the applicant. Additionally, the Supreme Officer may consider other available information when making appointments.

The final decisions regarding Grand Officer appointments lie with the Supreme Officer.